

OTHER ADMINISTRATIVE OFFICE SERVICES

Administrative supporting elements are required at the laboratory in every area of office management; namely, procurement and supply, budget control, personnel, and general administration.

The administrative staff is organized to relieve the scientific and professional staff of all routine administrative responsibility.

August 6, 1959

**Investigation: Administrative Services
Biological Laboratory: Woods Hole, Mass.**

*Total needed by Laboratory for Project in thousands of dollars.

U. S. Fish and Wildlife Service
Bureau of Commercial Fisheries

Sheet No. 1

Location: Woods Hole, Mass.
Date: August 6, 1959
File No.

Research Project Outline

Title of Project: Other Administration Office Services

Investigation Title: _____

Investigation Chief: _____

Project Leader: _____

Name

Title

Grade

Assistants: (Title and Grade)

Collaborators:

Need for Information:

Objective: All administrative services for the entire staff (scientific and operational) including manuscript typing, photographic and drafting services. Director's salary included in this budget.

Method of Procedure: Includes salaries of all clerks and stenographers not directly assigned to a project, all purchasing,
Phase 1: personnel work, reports and manuscript typing.

Phase 2:

Method of Procedure: (Cont'd)

Phase 3:

Estimated Costs:	Total Needed by Laboratory for Complete Project		<u>499.1</u>
	<u>FY 1959</u>	<u>FY 1960</u>	<u>FY 1961</u>
Personal Services	<u>20.1</u>	<u>20.5</u>	<u>20.8</u>
Other Expenses:			
Within Project	<u>---</u>	<u>---</u>	<u>---</u>
Lab. Adm. & Ser.	<u>17.5</u>	<u>27.9</u>	<u>29.8</u>
Lab. Total	<u>37.6</u>	<u>48.4</u>	<u>50.6</u>
Regional Office	<u>---</u>	<u>---</u>	<u>---</u>
Washington Office	<u>---</u>	<u>---</u>	<u>---</u>
Total	<u>---</u>	<u>---</u>	<u>---</u>

Recommended Source of Funds _____
 (S-K, Regular, Contributed, etc.)

Estimated Date of Completion: Phase 1 FY ; Phase 2 FY ; Phase 3 FY ; Project FY

Recommended by: _____ Date _____
 Originator _____
 Investigation Chief Vincent A. Macksey
 Laboratory Director Herbert W. Graham
 Regional Director _____
 Branch Chief _____
 Approved by: _____
 Division Chief for Director _____

Remarks

(Continue on reverse side)